



**SUPPORT AGREEMENTS PROCEDURES**

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AFI 25-201, 1 December 1996, is supplemented as follows:

This supplement establishes procedures for HQ Air Intelligence Agency (AIA) units and identifies the unique responsibilities of AFI 25-201, *Support Agreements Procedures*. The United States Air Force and Department of Defense (DoD) policy directs recurring support services to be identified in a formal agreement and annexed as needed. A successful support agreement requires a clear understanding of supplier capabilities and limitations, and the receiver's needs and resources. This supplement does not apply to AIA-gained Air National Guard or Air Force Reserve units.

**SUMMARY OF REVISIONS**

This version updates the previous supplement by standardizing support agreements procedures for AIA units and changing division and office symbols,.

1.2.3. The functional office of primary responsibility (OPR) (for example, civil engineers and security police) drafts the Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU). If the MOA or MOU is being signed by the Commander (HQ AIA/CC), the Unit Level Planning Branch (HQ AIA/XPXU) coordinates the document with the appropriate AIA staff and forwards for signature. HQ AIA/XPXU maintains a file of the MOA/MOU signed by HQ AIA/CC. Refer to AIA Instruction 25-201, Developing and Maintaining Memorandums of Agreement, for more detailed information.

1.4.1. AIA units requiring support for DoD contractors. Add the following paragraph under the purchasing and contracting services category of support, "Support required by a DoD contractor is outlined in a contract and is coordinated with installation functional area agreement coordinator (FAAC) by the installation contracting officer."

2.1.1. HQ AIA, Chief of Plans and Programs Division, appoints the Agency program manager.

2.1.1.1. (Added) Trains appointed AIA support agreement managers at the wings, centers, and the 690th Information Operations Group (690 IOG).

2.2.1.1. (Added) AIA units, either as a supplier or a receiver, are responsible for the management of their agreements program. Management of this program includes preparing, negotiating, coordinating, reviewing, and monitoring the status of each agreement. For the purpose of this supplement, the Support Agreement Manager (SAM) is the point of contact who performs responsibilities as defined in AFI 25-201, paragraphs 2.2 and 2.3.

2.5.2. (Added) Servicing AIA manpower office will review all support agreements for manpower impact.

2.7.2.1. (Added) If AIA is a receiver on another command's real property, propose the following as an addition to agreement for units over 500 assigned personnel, "The supplier provides all support to enable the receiver to comply with all Air Force directives and policies; federal, state, and local environmental laws, regulations, and standards; and executive orders dealing with environmental and natural resource protection and quality. Include receiver as a representative on the installation Environmental Protection Committee (EPC)."

2.7.2.1.2. (Added) Provide emergency response and necessary follow-up for pollution incidents beyond receiver capabilities.

2.7.2.1.3. (Added) Include receiver in training on environmental compliance and protection as space is available.

## **2.10. (Added) AIA SAMs:**

**2.10.1.** SAMs, with geographically separated subordinate units, train appointed AIA support agreement managers.

2.10.2. SAMs maintain a copy of their support agreements, as well as those of subordinate units, and all pertinent documentation.

2.10.3. SAMs forward a copy of their appointment letter to their next higher headquarters.

2.10.4. SAMs provide quarterly support agreement status reports to their higher headquarters. Quarterly reports are due to AIA/LGX by the first day of each fiscal year quarter (Atch 1).

2.10.5. AIA commanders at the wings, centers, and 690 IOG are authorized to sign support agreements and designate the level of approval authority at their subordinate units.

4.2.2.1. (Added) SAMs will ensure support agreements are coordinated on by functional managers at their unit or at their AIA higher headquarters.

4.3.1.1. (Added) Costing is performed at the lowest level possible when an AIA unit is the supplier. Depending on the complexity of the support agreement, cost data should be reviewed by the Director, Financial Management and Comptroller (HQ AIA/FM), to ensure charges are no more or no less than the price of the services or supplies.

4.4.5. (Added) SAMs will maintain a copy of all manpower computations in the support agreement file to provide an audit trail of required manpower.

5.1.2. (Added) Receiver SAMs contact supplier SAM when an agreement requires revision, review, waiver, or termination.

5.1.3. (Added) Support agreement provisions delineating specific responsibilities of the supplier and receiver are negotiated at the lowest practical level.

5.2.1.1. (Added) SAMs ensure an agreement does not remain at any coordination point for more than two weeks without taking aggressive action to ensure timely response from coordinating offices and units.

5.3.1.2. (Added) The 690 IOG acts as AIA's agent in writing, costing, negotiating, and signing of support agreement which support headquarters facilities and personnel.

**5.7. (Added) Support Agreement Management System (SAMS).** AIA units with more than four ISAs are required to use SAMS for management of their support agreement program. Units with four or fewer ISAs will electronically forward a copy of their ISAs to their higher headquarters and the higher headquarters will import the ISA into SAMS. Paper copies of interservice and intraservice support agreements that are not in the SAMs format will be maintained by the unit SAM and a copy sent to their higher headquarters.

### ***Terms***

**Comptroller** (Added) For purpose of signatures on the DD Form 1144, Support Agreement, comptroller and financial management (FM) are interchangeable and have the same definition. Unless otherwise specifically designated, comptroller or FM signature authority should be no lower than group level.

**Attachment 9 (Added)****QUARTERLY SUPPORT AGREEMENT REPORT EXAMPLE**

**A9.1. Purpose.** The following table is an example of the Quarterly Support Agreement Report. Use this format when submitting reports.

**A9.1. 9.1. Quarterly Report (Example).**

AGREEMENT NUMBER	RECEIVER	SUPPLIER	DATE SIGNEDY YMMDD	EXPIRATION DATE	SCHEDULED REVIEW DATE	ACTUAL DATE REVIEW STARTED	SAM'S NAME/ DSN	DATE APPOINTED	DATE TRAINED	COMMENTS

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